



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

March 11, 2009

OREGON BULLETIN OR300-2009-5

SUBJECT: LTP – FARM BILL ADMINISTRATIVE FILE GUIDANCE

Purpose. To provide guidance on proper format for the administrative file for Farm Bill program contracts in Oregon.

Expiration Date. September 30, 2010.

Enclosed for use is the guidance for completing the administrative (contract) file for Farm Bill programs. This guidance was developed to ensure consistency during a review. The administrative/contract file is maintained by the Pro-pay Assistant and is distinctly separate from the case file.

Note that some items are optional and are at the discretion of the Basin Team Leader. There should be consistency within a basin on these optional documents.

If you have any questions relating regarding this guidance, please call Louise Davis, Program Specialist at (503) 414-3230.

/signed/

RONALD ALVARADO
State Conservationist

Enclosure

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins08-09.html>

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